Job Description

Job Title:	Lead Cemetery Caretaker	Classification:	Classified
Department:	Parks and Recreation	Grade:	170
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs maintenance duties associated with the operation of City of Joplin cemeteries. Directs, schedules, and leads the work of cemetery personnel.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects and oversees the maintenance, ground maintenance, and grave repair work at the cemeteries.
2. Assigns and reviews the work of cemetery personnel performing landscaping and groundskeeping work in the cemeteries.
3. Performs landscaping and groundskeeping work, as needed.
4. Identifies and marks locations of grave sites to be opened for interments or disinterment.
5. Identifies and marks locations for marker and headstone placement.
6. Maintains records of grave locations; performs data entry of records; performs genealogical requests, as needed.
7. Performs a variety of duties related to the operation and care of the cemeteries including maintaining records of interments and their occupants, disinterment, and other transactions; preparing and submitting periodic reports.
8. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Maintains inventory of supplies and materials needed; orders additional materials and equipment as needed; monitors cemetery budgets.
- Researches and responds to requests for genealogical information contained in cemetery records.
- Responds to customer inquiries and concerns. Performs cash handling transactions; maintains appropriate records of transactions in the absence of assigned personnel.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal and State laws regulating cemeteries and their services; locations of occupied and unoccupied grave sites in the City's four cemeteries; established procedures for purchasing a cemetery plot; cemetery ground maintenance methods and practices including equipment use and

maintenance; supervisory principles and practices; occupational hazards and safety precautions for operating light and medium construction/maintenance equipment; use of office equipment; Microsoft Office Suite.

Skill in: Understanding and following oral and written instructions; establishing and maintaining effective working relationships with other City employees and the public; operating and maintaining a variety of light and medium maintenance and/or construction equipment; communicating clearly, orally and in writing; maintaining accurate records; providing customer services to customers in time of grief; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two years of full-time landscaping, groundskeeping, and cemetery maintenance work experience required.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with appropriate endorsements within 90 days of appointment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	